

ADMINISTRATIVE

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14 MAY 1984

Official Record Copy  
Office of Personnel

OP MEMORANDUM NO. 20-60-36

3 May 1984

## OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Access to Official Personnel Folders (OPFs) and  
Other Employee Records

REFERENCE: [REDACTED]

RECISION: OPM 20-60-19 dated 2 October 1979

1. The Freedom of Information and Privacy Act Officer (OP/FOIO) in the Office of Personnel is responsible for matters pertaining to Official Personnel Folders (OPFs) and related personnel records (CIA Records System 31). The formal procedures followed when Agency employees request copies of records kept on themselves are contained in [REDACTED]

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2. The Director of Personnel has delegated the authority to act upon employee requests to review their own OPFs to component personnel officers. The authority to act on requests from employees who are MP careerists remains with the Career Management Officer (OP/CMO) in the Office of Personnel. Upon receipt of employee requests for access to their records, personnel officers should determine if the individual is interested in reviewing only his or her OPF or the OPF and other personnel related records such as those held by the Incentive Awards Branch, Insurance Branch, Personal Affairs Branch, Retirement Affairs Division and the Special Activities Staff. If the employee wishes to review only his or her Official Personnel Folder, the personnel officer may obtain the file for the person. If the employee wishes to review his or her OPF and other related personnel records the request must be referred to the OP/FOIO who will obtain the requested records and contact the employee to make an appointment for the review. All such reviews of files and other records must be conducted in the presence of the personnel officer. Each file should be reviewed by the personnel officer before it is shown to the employee to ensure that no one else's records have been misfiled in the folder.

3. Copies of documents originally provided by an employee, such as a PHS, college transcript, DD-214, etc., may be given to the employee if requested. Requests for copies of other documents in the OPF and related records must be submitted in writing to the Information and Privacy Coordinator in DDA/OIS/IPD, Room 1107, Ames Building.

4. The OP/FOIO may be contacted on black [REDACTED] Room [REDACTED] for further guidance and assistance.

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Robert W. Magee  
Director of Personnel

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